

## UTAH COUNTY JOB DESCRIPTION

CLASS TITLE:	GIS MANAGER
CLASS CODE:	2900
FLSA STATUS:	EXEMPT
SUPERVISORY STATUS:	SUPERVISOR
EFFECTIVE DATE:	02/08/2011
DEPARTMENT:	INFORMATION SYSTEMS

---

### **JOB SUMMARY**

Under general supervision of the Director-Information Systems, performs supervisory and technical GIS administrative work in managing and directing all GIS activities for Utah County Government.

### **ESSENTIAL FUNCTIONS**

Manages and coordinates all programs and activities of the County's GIS functions including providing technical assistance and enhancement of programs to meet the needs of various County departments, government agencies, volunteer groups, and the public.

Acts as the County's primary point-of-contact for GIS related issues; represents the County in interactions with other agencies and software providers regarding GIS matters and makes presentations to boards and commissions as required.

Supervises, plans, coordinates, and directs the work of GIS functions including developing and implementing goals, objectives, policies, procedures, and GIS work standards.

Makes staffing decisions within the GIS Division regarding hiring, training, performance evaluation, scheduling and assigning work loads, and assigning work locations.

Conducts and oversees training for County employees in GIS procedures and software.

Oversees the design and maintenance of the County's GIS database which serves internal GIS functions as well as multiple external agencies including the County's 911 emergency dispatch mapping system; implements, manages, and documents GIS database standards and metadata.

Performs regular data audits of GIS data and ensures quality control measures are in place concerning GIS data generation and maintenance.

Establishes and implements policies, procedures, and technologies to ensure GIS security.

Negotiates and monitors contracts with technical specialists providing assistance to the development of the GIS including the acquisition, storage, and dissemination of current and historical aerial imagery.

Oversees the development of customized GIS applications and tools that extend access of GIS technologies to County departments and the public including web-based GIS applications.

Designs, programs, and oversees the programming of custom applications and tools for use in entry of geographic information, data analysis, map production, report production, and enhancement of existing programs to meet current requirements using various object-oriented, scripting, and web-based markup programming languages.

Performs and oversees GIS system administration duties; collaborates with supervisors to secure server hardware access to achieve County-wide availability, reliability, and scalability of GIS applications to meet County business needs and demands.

**CLASS TITLE: GIS MANAGER**

**CLASS CODE: 2900**

**PAGE 2**

Conducts research on the availability and usefulness of GIS-related hardware and software in support of procurement and system development efforts; recommends and executes modifications to GIS software to improve efficiency, reliability, and performance.

Leads transition of GIS applications to next generation environments and/or cross-functional systems.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:** computer programming and design techniques, languages and object-oriented programming tools; civil engineering, cartography, cartographic principles, surveying and drafting; supervisory techniques; administrative principles relating to goal setting, employee evaluations, and program development coordination; laws, codes, and regulations related to the development and implementation of a Geographic Information System.

**Considerable Knowledge of:** ESRI's current lineup of GIS database, mapping and analysis software and GIS application development packages.

**Skill in:** document composition; reading, writing, and advanced math; making oral presentations.

**Advanced Skill in:** database architecture, data modeling, data normalization, data factoring, and data archiving; utilizing geographic information systems.

**Ability to:** develop and maintain cooperative working relationships with elected officials, department heads, and other stake-holders contacted during the course of work activities; communicate effectively verbally and in writing; maintain files and detailed and accurate records and reports; prioritize and coordinate and multiple tasks efficiently; supervise and train others effectively.

### **PHYSICAL DEMANDS**

**Regularly:** sits at a desk or table; walks, stands, or stoops; uses tools or equipment requiring a high degree of dexterity; works for sustained periods of time maintaining concentrated attention to detail; distinguishes between shades of color.

**Occasionally:** lifts or otherwise moves objects weighing up to 30 pounds; drives a motor vehicle; communicates via radio.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

### **WORKING CONDITIONS**

Work is typically performed in an environmentally controlled building but occasional field work may be performed outside. Work exposes the incumbent to possible bodily injury while performing field work.

### **EDUCATION AND EXPERIENCE**

Bachelor's degree in geographic information systems, geography, planning, computer science, or a related field and five (5) years of experience in GIS database management of an ArcSDE database enterprise system of which two years are in a supervisory capacity. Must have extensive experience using ESRI products (ArcGIS Desktop, extensions and GIS Server products). Equivalent combinations of education and experience may also be considered.

Selected applicants may be subject to a background check.

### **LICENSING AND CERTIFICATION**

Applicant must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.